

## CA - PMM

**Project Name:** Centralized Admin. Action System (CAAS)  
**OCIO Project #:**  
**Department:** California Department of Social Services  
**Revision Date:** 9/22/10

# Concept Statement

## Description

**Brief description of the proposed project:**

Establish a centralized monitoring and tracking system for final administrative actions. The data would be shared by agencies as part of the background check process to ensure the health and safety of clients.

## Need Statement

**High Level Functional Requirements:**

A centralized system that interfaces with other internal and external existing systems and provides an interface for information retrieval.

**What is Driving This Need?**

Separate data systems maintained by different agencies prevent an efficient way of sharing critical information.

**Risk to the Organization if This Work is Not Done:**

Client safety will continue to be jeopardized should an individual who has been subject to an administrative action at one agency gain employment through another agency that is unaware of the previous administrative action.

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## Benefit Statement

### Intangible Benefits

**Process Improvements** (describe the nature of the process improvement):

Provide a higher level of security by allowing the sharing of critical background information among agencies.

**Other Intangible Benefits:**

Reduced risk of abuse to clients/children receiving services. Better collaboration among agencies.

### Tangible Benefits

**Revenue Generation** (describe how revenue will be generated):

**Cost Savings** (describe how cost will be reduced):

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**Cost Avoidance** (describe the cost and how avoided):


Staff time used to conduct mandated visits/investigations.

**Risk Avoidance** (describe the risk and how avoided):

**Improved Services:**

Participating agencies will have real time access to information.

### Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture			
Business Plan			
Strategic Plan			

### Impact to Other Agencies

#### Nature of Impact to Other Agencies

**Agency:** California Department of Aging (CDA)

*Describe the nature of the impact:*

Administrative action data found in the centralized system can strengthen a complaint investigation conducted by an agency.

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**Agency:** Department of Health Services

*Describe the nature of the impact:*

Administrative action data found in the centralized system will assist in determining the certification of 38,000 new nurses and home health providers a year and the 71,000 renewals. The system will also provide information regarding denied or revoked certification credentials to other agencies utilizing the system.

**Agency:** State Department of Alcohol and Drug Programs, Licensing and Certification Division

*Describe the nature of the impact:*

Administrative action data found in the centralized system will assist in determining the certification and licensing of new applicants and maintain the certifications and licenses of over 2500 alcohol and drug programs providing services to clients.

**Agency:** California Department of Mental Health

*Describe the nature of the impact:*

Administrative action data found in the centralized system will provide accurate data for use in determining the licensing and certification of individuals serving more than 2000 mental health program clients in care.

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## Solution Alternatives

### Alternative 1:

Unknown at this time

### Technical Considerations for Alternative 1:

ROM Cost:

to

Note: high end of range must not exceed 200% of low end of range

### Alternative 2:

### Technical Considerations for Alternative 2:

ROM Cost:

to

Note: high end of range must not exceed 200% of low end of range

### Alternative 3:

## CA - PMM

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### Technical Considerations for Alternative 3:

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ROM Cost: \_\_\_\_\_ to \_\_\_\_\_

**Note: high end of range must not exceed 200% of low end of range**

## Recommendation

### Comparison:

Alternative 1	ROM Cost	Risk
	\$0 - \$0	
Alternative 2	ROM Cost	Risk
	\$0 - \$0	
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

### Conclusions:

1	
2	
3	
4	

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**Recommendation:**

### Project Approach *(if known)*

System Complexity:		System Business Hours: <i>(e.g., 24x7, 9am-5pm)</i> :			
Architecture	<input type="checkbox"/> Mainframe <input type="checkbox"/> Client Server <input type="checkbox"/> Web Based			Num. of New Databases:	
Technology	<input type="checkbox"/> New <input type="checkbox"/> New to Staff <input type="checkbox"/> In-House Experience			Interfaces:	
Implementation	<input type="checkbox"/> Central Site <input type="checkbox"/> Phased Roll-out			Num. of Sites:	
M & O Support	<input type="checkbox"/> Contractor <input type="checkbox"/> Data Center <input type="checkbox"/> Project <input type="checkbox"/> In House				
Procurement Approach:				Number of Procurements:	
Open Procurement?		Delegated Procurement?			
Scope of Contract	<input type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> M & O <input type="checkbox"/> Other: _____				
Anticipated Length of Contract:		Years / _____ extensions for _____ years			